PROPERTY TRAINING

October 2016

WHAT PROPERTY DO WE TRACK?

- Purchases costing $5000 or more
- Sensitive items

- Focus on equipment, art, furniture and appliances
- Sensitive items include transportation equipment and weapons

- What about intellectual property, data sets, software or equipment that is being built (we will discuss this later).

- Buildings, Land and other fixed assets are tracked by other departments (Fund Accounting).

- See the Accounting and Administrative Manual
  - http://www.alaska.edu/files/controller/Expend-Revenue-Acct-Codes.pdf

WHY DO WE NEED TO TRACK PROPERTY?

- Federal and state requirements
  - AS 36.30.005, AS 14.40.491, OMB Circular A-110, and OMB Circular A-21

- Ensure proper handling and disposal

- Reporting obligations
  - Funding agencies
  - Financial statements
  - Cost analysis
  - DOT

- Liability considerations

ANNUAL GOALS

- **May 1st** – Complete annual inventory
- **May 15th** – Complete vehicle mileage update
- **June 30th** - Add all property purchases to Banner

- **July 15th** – Start year end process which provides data to:
  - DOT to calculate annual administrative bill ($12/vehicle)
  - Fund accounting to prepare financial statement
  - Cost analysis to calculate F&A
  - External Auditors

- **Property data should not be entered into Banner between July 15th and August 31st**
  - This includes entry in FFAMAST, FFADEPR, FFAADJF and FFATRAN
  - Exceptions can be made if you are working with Statewide to resolve issues.

WHO IS RESPONSIBLE FOR TRACKING PROPERTY?

- Department Property Custodian
  - Identify property transfers or location changes
  - Communicate adjustments to property records to campus coordinator
  - Maintain authorization records for office campus use of university property
  - Coordinate and support property inventory processes

- Campus property coordinator
  - Endure policies and procedures are followed at campus
  - Provide assistance to department
  - Coordinate tagging of new property
  - Enter additions, transfers and disposals into Banner
  - Conduct annual physical inventory
  - Coordinate the appropriate disposal of property

- Statewide property office
  - Provide consistent policy and procedures
  - Develop and maintain software
  - Provide assistance to campuses
  - Enter and track sensitive items
  - Provide weekly reports and monthly recons

(Further detail can be found in the property manual)
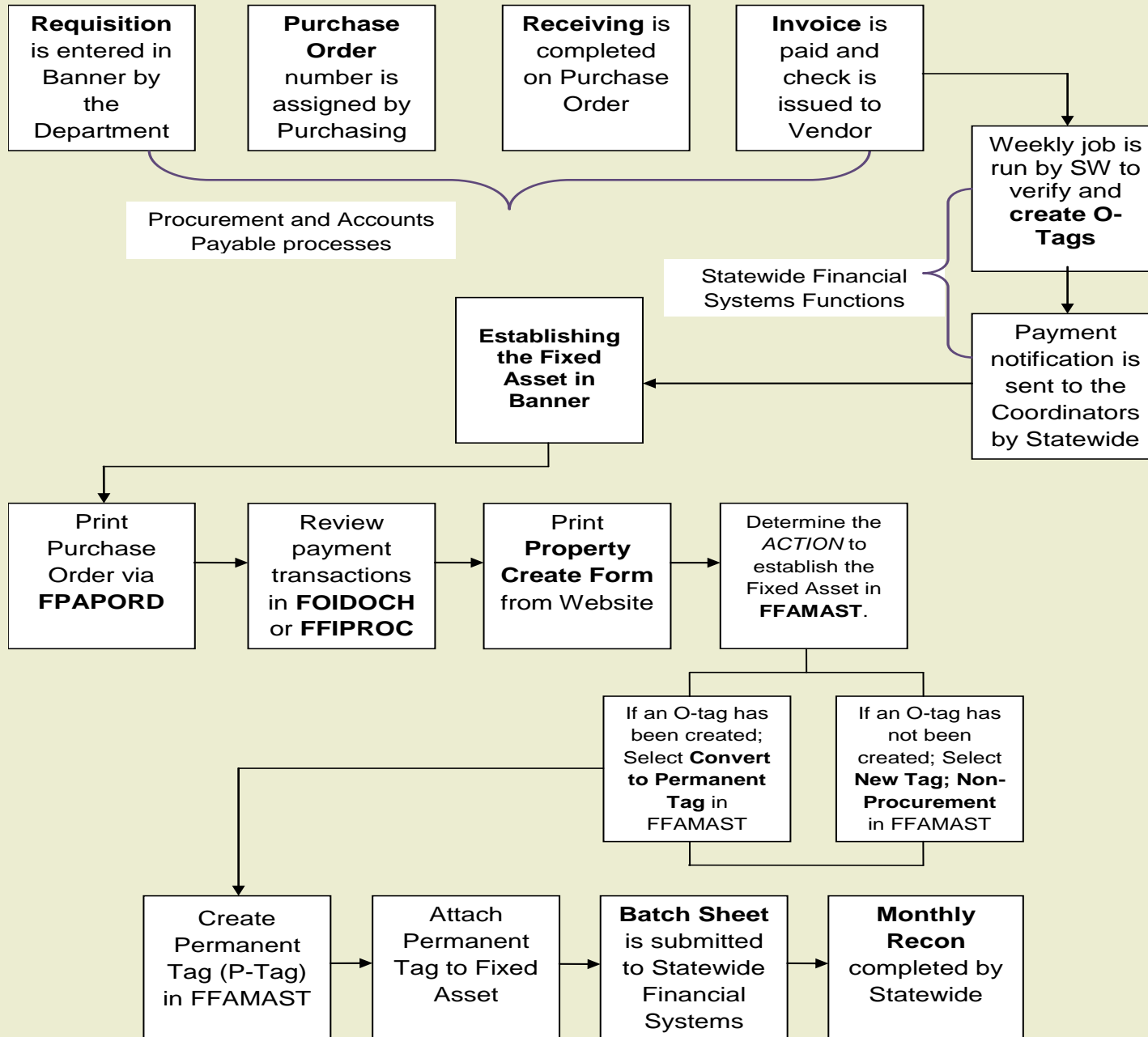
WEBSITE RESOURCES

- **Financial Systems**
  - http://www.alaska.edu/financial-systems/

- **Property Resources**
  - http://www.alaska.edu/financial-systems/property/

- **Property Manual**
  - http://www.alaska.edu/financial-systems/property/manual/property.pdf

- **See the Accounting and Administrative Manual**
  - http://www.alaska.edu/files/controller/Expend-Revenue-Acct-Codes.pdf

Establishing the Permanent Tag in Banner

Requisition is entered in Banner by the Department

Purchase Order number is assigned by Purchasing

Receiving is completed on Purchase Order

Invoice is paid and check is issued to Vendor

Procurement and Accounts Payable processes

Weekly job is run by SW to verify and **create O-Tags**

Statewide Financial Systems Functions

Payment notification is sent to the Coordinators by Statewide

Establishing the Fixed Asset in Banner

Print Purchase Order via **FPAPORD**

Review payment transactions in **FOIDOCH** or **FFIPROC**

Print **Property Create Form** from Website

Determine the *ACTION* to establish the Fixed Asset in **FFAMAST**.

If an O-tag has been created; Select **Convert to Permanent Tag** in FFAMAST

If an O-tag has not been created; Select **New Tag; Non-Procurement** in FFAMAST

Create Permanent Tag (P-Tag) in FFAMAST

Attach Permanent Tag to Fixed Asset

Batch Sheet is submitted to Statewide Financial Systems

Monthly Recon completed by Statewide

NOTIFICATION ABOUT PROPERTY THAT NEEDS TO BE TRACKED

- Weekly report

- Outstanding list on Monthly Recon

- Information from Procurement

- Information from Central Receiving

WEEKLY REPORT

DESCRIPTION	ENC_NUM	NEWAMOUNT	ORG_CODE	ACCT_CODE	FUND_CODE	ACTIVITY_DATE	DOC_CODE	DR_CR	RUCL_CODE	TRANS_AMT	UNIT_CODE
Government Computer Sales Inc	P0503964	0.00	43015	5328	103010	6/13/2016	I1027020	+	INEI	0	CC
Government Computer Sales Inc	P0503964	10,487.00	43015	5328	103010	6/13/2016	I1027020	+	INEI	10487.00	CC
		10,487.00									CC Total
Aircom Avionics Inc	P0503358	6,595.00	66762	5332	103010	6/14/2016	I1027281	+	INEI	6595.00	GI
		6,595.00									GI Total
CRS Service Incorporated	P0498334	494.11	78228	5331	288701	6/16/2016	I1027553	+	INEI	494.11	KE
CRS Service Incorporated	P0498334	33,005.89	78228	5331	288701	6/16/2016	I1027573	+	INEI	33005.89	KE
		33,500.00									KE Total
Tabbert, Sara G.	P0491208	13,000.00	22720	5225	564346	6/17/2016	I1027867	+	INEI	13000.00	KP
		13,000.00									KP Total
Lawrie, Stephen C.	P0501038	13,044.00	26709	5225	512032	6/14/2016	I1027129	+	INEI	13044.00	MS
Government Computer Sales Inc	P0503804	15,337.00	26194	5331	106710	6/14/2016	I1027070	+	INEI	15337.00	MS
Government Computer Sales Inc	P0503804	(15,337.00)	26194	5331	106710	6/14/2016	I1027070	+	ICEI	15337.00	MS
Government Computer Sales Inc	P0503804	15,337.00	26194	5331	106710	6/14/2016	I1027070	+	INEI	15337.00	MS
		28,381.00									MS Total
EMD Millipore Corporation	P0504393	36.20	65919	5332	339397	6/14/2016	I1027090	+	INEI	36.20	UAF
EMD Millipore Corporation	P0504393	14,168.00	65919	5332	339397	6/14/2016	I1027091	+	INEI	14168.00	UAF
EMD Millipore Corporation	P0504393	170.88	65919	5332	339397	6/14/2016	I1027092	+	INEI	170.88	UAF
EMD Millipore Corporation	P0504393	57.00	65919	5332	339397	6/14/2016	I1027092	+	INEI	57.00	UAF
EMD Millipore Corporation	P0504393	205.44	65919	5332	339397	6/14/2016	I1027092	+	INEI	205.44	UAF
EMD Millipore Corporation	P0504393	216.96	65919	5332	339397	6/14/2016	I1027092	+	INEI	216.96	UAF
EMD Millipore Corporation	P0504393	314.88	65919	5332	339397	6/14/2016	I1027092	+	INEI	314.88	UAF
		15,169.36									UAF Total
		107,132.36									Grand Total

- Pay special attention to purchases that were made with restricted funds
- Also notice "washouts"

OUTSTANDING LIST ON MONTHLY RECON

Description	Reference Number	Amount	ORG	ACCT	FUND	Payment Date	Comments
OUTSTANDING LISTING:		105,505.19			Campus: UAA		
					AS OF: 10/14/16		
Leber, Lance Clayton.	I1021586	105.77	12072	5332	243610	5/6/2016	I1021586
Leber, Lance Clayton.	I1021588	123.75	12072	5332	243610	5/6/2016	I1021588
I0884746 Local Electric Inc	J0376559	(2,726.89)	11183	5331	242740	3/6/2014	J0376559
Other Contr Svc to Equipment	J0398143	25,712.15	11183	5331	242788	12/19/2014	J0398143
Other Sup/Commodities to Equip	J0398143	67,540.40	11183	5331	242788	12/19/2014	J0398143
Business Interiors Northwest of Ala	P0500079	(935.49)	14550	5221	104110	4/18/2016	J5756448
Business Interiors Northwest of Ala	P0500079	935.49	14550	5221	104110	4/15/2016	I1018318
ShopBot Tools, Inc.	P0500110	1,482.72	12148	5331	104110	4/15/2016	I1018414
ShopBot Tools, Inc.	P0500110	12,600.00	12148	5331	104110	4/15/2016	I1018414
Arctic Office Machines Inc	P0500192	108.95	14550	5221	104110	4/5/2016	I1016607
Arctic Office Machines Inc	P0500192	136.58	14550	5221	104110	4/5/2016	I1016607
SPARKFUN ELECTRONICS	PNP00125	137.20	12072	5990	243610	5/24/2016	PNP00125
THE HOME DEPOT 1301	PNP00125	25.23	12072	5990	243610	5/24/2016	PNP00125
THE HOME DEPOT 1301	PNP00125	259.33	12072	5990	243610	5/24/2016	PNP00125

- Notice different reference numbers
- Discuss 5990 and 5221 account code
- Also notice another "washout" example

RESEARCH THE PROPERTY PURCHASE

- **FOIDOCH – Document History**

- **FPIPURR – Purchase Order Inquiry**

- **FTMFUND – Fund Code Maintenance**

- **FRAGRNT – Grant Maintenance**

- **FFIPROC – Fixed Asset Procurement Query**

USE FOIDOCH TO DO RESEARCH

✕ ⊘ ellucian Document History FOIDOCH 9.3.26UA (PROD) (UAA)		🅑 ADD 🅑 RETRIEVE 🅑 RELATED ☼ TOOLS	

Document Type: PO Purchase Order   Document Code: P0492900   **Start Over**

▾ DOCUMENT HISTORY   ➕ Insert ➖ Delete 🗐 Copy ⧩ Filter

Document Type	Document Number	Status	Status Description
Requisition	R0292832	A	Approved
Purchase Order	P0492900	A	Approved
Invoice	I0987796	P	Paid
Invoice	I0988368	P	Paid
Invoice	I0997675	P	Paid
Invoice	I0997676	P	Paid
Check Disbursement	H2642202	F	Final Reconciliation
Check Disbursement	H2642633	F	Final Reconciliation
Check Disbursement	H2644469	F	Final Reconciliation
Receiving Documents	Y0426802	C	Completed
Receiving Documents	Y0426855	C	Completed
Receiving Documents	Y0428468	C	Completed
Fixed Assets	215714	T	Tagged Permanently
Fixed Assets	215715	T	Tagged Permanently

◁ ◀ [1] of 1 ▶ ▷   20 ▾ Per Page   Record 1 of 14

Purchase Order: P0492900 Blanket Order: Change Sequence Number: | Start Over

▼ PURCHASE/BLANKET ORDER INQUIRY: REQUESTOR/DELIVERY ➕ Insert ➖ Delete 📋 Copy ▼ Filter

Purchase Order	P0492900		Delivery Date	08/21/2015		
Blanket Order			Comments	SHIP TO BARROW	Change Sequence Number	
Order Date	07/21/2015		Commodity Total	28,084.68		☐ In Suspense
Transaction Date	07/21/2015		Accounting Total	28,084.68		✔ Document Text

▼ PURCHASE/BLANKET ORDER INQUIRY: REQUESTOR/DELIVERY ➕ Insert ➖ Delete 📋 Copy ▼ Filter

Requestor	Elizabeth Belknap		Organization	60234 FC BLaST Institutional Dev Core
COA	B University of Alaska		Email	eabelknap@alaska.edu

		Area Code	Phone Number	Extension
Phone		907	4742458	
Fax		907	4746535	

Ship To	SEEBEL	State or Province	
		ZIP or Postal Code	
Street Line 1	See Below	Nation	
Street Line 2			
Street Line 3		Area Code	
		Phone Number	
Building		Extension	
Floor		Contact	
City		Attention To	Linda Nicholas-Figueroa

Department Contact information

Purchase Order: P0492900   Blanket Order: Change Sequence Number: Start Over

▼ PURCHASE/BLANKET ORDER INQUIRY: COMMODITY/ACCOUNTING   ➕ Insert   ➖ Delete   📋 Copy   ▼ Filter

Purchase Order	P0492900		Order Date	07/21/2015			In Suspense
Blanket Order			Transaction Date	07/21/2015			✔ Document Text
Change Sequence Number			Delivery Date	08/21/2015			Document Accounting

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	
1		##13 261 340##, 1300 A2 0.9 8 120V Package130	EA		1.00	7,567.1600	☐	
2		##51 029 323H##, IMH400 Heratherm 120VAC 60Hz	EA		1.00	5,659.2700	☐	
3		##1913CA##, -86C Isotemp 12.7 cuft 115v	EA		1.00	8,265.8100	☐	
4		##NON-CATALOG## Hera 1501 CO2 Cu TC 120V	EA		1.00	6,592.4400	☐	
5		Estimate: Other charges - Freight. Prepay and Add	FRT		2,884.00	0.0000	☐	

◀ ◀ 1 of 1 ▶ ▶   10 ▼ Per Page   Record 1 of 5

Extended Amount	7,567.16	Tax	0.00	
Discount	0.00	Commodity Total	7,567.16	✔ Closed
Additional	0.00			Suspense

▼ ACCOUNTING   ➕ Insert   ➖ Delete   📋 Copy   ▼ Filter

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Suspense	NSF Override	NSF
1	B	16		338909	60234	5332	3017IR	FBL064			☐	☑	

◀ ◀ 1 of 1 ▶ ▶   10 ▼ Per Page   Record 1 of 1

	USD
Extended Amount	7,567.16
Discount	0.00
Additional	0.00
Tax	0.00
FOAPAL Total	7,567.16

How many assets? Was a restricted fund used??

PAY ATTENTION TO THE ORGN CODE

- **The main campuses**
  - UAA: 10000-39999
  - UAF: 40000-69999
  - UAS: 70000-79999
  - SW: 80000-89999

- **Note rural campus exceptions**

KP	20000	22000
KO	24000	
MS	26000	
PW	28000	
CC	43000	
KU	45000	
NW	46000	
GI	66000	
KE	78000	
SC	79000	

LOOK UP FUND AND GRANT INFO

*** Very important if purchased with restricted funds***

Navigate from FTMFUND to grant information in FRAGRNT

EQUIPMENT CODE FOR RESTRICTED FUND PURCHASES

- **FFIPROC can help determine the central component**
- **Query on the PO number**

CREATING A NEW ASSET IN FFAMAST

- Processing documentation
  - https://secure.alaska.edu/secure-files/financial-systems/restrict/ffamast_detail.pdf

- Converting Permanent Tag
  - Use O-tag for central component
  - Most information is filled in and linked to PO

- New Tag, Non-Procurement
  - Use when there is not an O-tag
  - Purchased with Credit card
  - Reversal of units and dollars on PO

- Permanent Tag – Update Asset
  - Update location or other select information

NEED TO ENTER IN FFAMAST WITH CREATE FROM O-TAG

- Master information
  - P-tag number
  - Asset type
  - Status Code (In Use)
- Acquisition Information
  - Acquisition date (vendor invoice)
  - Most fields on this page need to be entered
    - Specified in detail protocol for FFAMAST
  - 'Title To' - Look at grant info to determine code (fund 2 & 3)
    - FTMFUND to look up grant number associate with fund
    - Use Option menu in FTMFUND to navigate to FRAGRNT
- Procurement Information
  - Chart of Accounts – B
  - Orgn
  - Location
  - Room
  - Custodian ID and Equipment Manager is option (can help with inv)
- Funding Source
- Capitalization information

Asset Tag: 215714   Start Over

▾ **MASTER INFORMATION**   ➕ Insert   ➖ Delete   📋 Copy   ▽ Filter

Origination Tag	T00100107	Permanent Tag Date	06/30/2016
Permanent Tag	215714	Last Adjustment Date	05/24/2018
Primary Tag		Origination Tag Cancel Date	
Subordinate Type		System Status Code	D Disposed
Origination Tag Date	09/11/2015		

Asset Description	BIOLOGICAL SAFETY CABINET	Asset Type	RE Research Equipment
Commodity		User Status Code	X Disposed
Unit of Measure	EA Each		

Insurance Value		Replacement Value	
Market Value		Book Value	

✔ Capitalization Indicator		☐ Tag In Use
☐ Asset Text Exists		☐ Gift Indicator

Cost	7,567.16	Total Net Book Value	10,758.80
Total Cost	7,567.16	Total Asset Cost	13,693.01
Net Book Value	10,758.80		

Notice the "Last Inventory" and "Title To" fields

Asset Tag: 215714 [Start Over]

▼ **PROCUREMENT INFORMATION** ➕ Insert ➖ Delete 📋 Copy ▼ Filter

Origination Tag	T00100107	Permanent Tag	215714 BIOLOGICAL SAFETY CABINET
Vendor Code	F30776 Fisher Scientific Company LLC	Submission Number	0
Purchase Order	P0492900	Invoice Item	1
Purchase Item	1	Cancel Date	
Receiver		Credit Memo	No
Receiver Date		Installments	
Invoice	I0988368	Recurring	
Invoice Date	09/11/2015		

Other Source Data

Document		Document Tag Date	
Type		Source Submission	
Sequence			

Transfer Data

Date	05/24/2018	Room	OFFICE
COA	B University of Alaska	Grant	G00009790 BLaST Program
Organization	60234 FC CNSM BLaST Inst Dev Core	Custodian ID	30012980 Seymour, Matthew J.
Location	FS900 Reichardt Bldg-Natural Sci	Equipment Manager	

Location data important for inventory and auditing

Asset Tag: 215714   [Start Over]

▼ FUNDING SOURCE   ➕ Insert   ➖ Delete   📋 Copy   🔻 Filter

Origination Tag   T00100107   Permanent Tag   215714   BIOLOGICAL SAFETY CABINET

▼ DETAILS   ➕ Insert   ➖ Delete   📋 Copy   🔻 Filter

Sequence	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Cost	Document	Attachment Origination Tag
1	B		338909	60234	5332	3017IR	FBL064			7,567.16	I0988368	

◀ ◀ 1 of 1 ▶ ▶   10 ▼ Per Page   Record 1 of 1

REMEMBER DEPRECIATION

BATCH SHEET

- Found on Financial Systems website
  - http://www.alaska.edu/financial-systems/property/forms

- Submit to SW

- After all updates or adjustments in Banner

- Used to verify details on daily reports

- Important details
  - Tag #
  - Reference # (PO)
  - Amount
  - Comments

UNIVERSITY OF ALASKA
FIXED ASSET ENTRY INFORMATION

RESET

Date records entered to Fixed Asset Module: 11/5/14   By Userid: snrfm   Campus: UAA

Additions (including creates and write-ups): 9,920.00   Deletions (including disposals and write-downs): 0.00

Transfers: New Campus if transferring to another campus:

Tag Number	Reference Code	Addition Amount	Deletion Amount	Comments (if necessary)
219551	P0474332	9920.00		Create
Total:		9,920.00	0.00	

Fixed Asset Form #9   July 27, 2005

PRACTICE EACH TYPE OF FAAMAST ENTRY

- **Converting Permanent Tag**
  - Use O-tag for central component
  - Most information is filled in and linked to PO

- **New Tag, Non-Procurement**
  - Use when there is not an O-tag
  - Purchased with Credit card
  - Reversal of units and dollars on PO

- **Permanent Tag – Update Asset**
  - Update location or other select information

ADJUSTMENTS - FFAADJF

- Processing Documentation
  - https://secure.alaska.edu/secure-files/financial-systems/restrict/ffaadjf_detail.pdf

- Types of Adjustments
  - Write ups
  - Write downs
  - Scap – asset capitalization

WRITE-UPS AND WRITE-DOWNS

Fixed Asset Adjustment FFAADJF 9.3.10 (PROD) (UAA)

ADD · RETRIEVE · RELATED · TOOLS

Document Code: NEXT · Function Code: Ptag Capitalization · ...

Start Over

FIXED ASSET ADJUSTMENT

Insert · Delete · Copy · Filter

Description *

Asset Adjustment Text

Transaction Date * 05/03/2019

Document Reference

ASSET DATA

Insert · Delete · Copy · Filter

Item 0 of 0

Amount *

Permanent Tag * ...

Access Completion

Remember to use the Ptag Capitalization function if the original asset was under $5000 or did not get automatically capitalized by Banner (see FFIMAST capitalization)

Fixed Asset Master Query FFIMAST 9.3.6 (PROD) (UAA)

ADD · RETRIEVE · RELATED · TOOLS

Asset Tag: 215714

Start Over

MASTER INFORMATION

Insert · Delete · Copy · Filter

Origination Tag	T00100107	Permanent Tag Date	06/30/2016
Permanent Tag	215714	Last Adjustment Date	05/24/2018
Primary Tag		Origination Tag Cancel Date	
Subordinate Type		System Status Code	D Disposed
Origination Tag Date	09/11/2015		

Asset Description	BIOLOGICAL SAFETY CABINET	Asset Type	RE Research Equipment
Commodity		User Status Code	X Disposed
Unit of Measure	EA Each		

Insurance Value		Replacement Value	
Market Value		Book Value	

✓ Capitalization Indicator

Tag In Use

Asset Text Exists

Gift Indicator

BATCH SHEET

- **Found on Financial Systems website**
  - **http://www.alaska.edu/financial-systems/property/forms**

- **Submit to SW**

- **After any update or adjustment in Banner**

- **Used to verify details on daily reports**

- **Important to add M# in comment section**

UNIVERSITY OF ALASKA
FIXED ASSET ENTRY INFORMATION
RESET

Date records entered to Fixed Asset Module: 11/6/14   By Userid: snrfm   Campus: UAA

Additions (including creates and write-ups): 23,671.00   Deletions (including disposals and write-downs): 0.00

Transfers: _____   New Campus if transferring to another campus: _____

Tag Number	Reference Code	Addition Amount	Deletion Amount	Comments (if necessary)
219551	P0474332	9920.00		Create
219551	P0474332	13751.00		W/U M0XXXXXX
Total:		23,671.00	0.00	

Fixed Asset Form #9   July 27, 2005

TRANSFERS - FFATRAN

- Processing documentation
  - https://secure.alaska.edu/secure-files/financial-systems/restrict/ffatran_detail.pdf

- Types of transfers
  - Between departments
  - Between campuses (submit batch sheet for this type only)

- Other changes – FFATRAN
  - Update location
  - Update user status
  - Update title to
  - Update grant info and custodian

TRANSFER FORM

- **Form on Financial Systems website**
  - **http://www.alaska.edu/financial-systems/property/forms/FixedAssetForm1.pdf**

- **Verify information in FFIMAST**

- **Appropriate Authorization needed**

- **Complete before updating Banner**

Permanent Tag: 215714   Origination Tag: T00100107   Asset Description: BIOLOGICAL SAFETY CABINET   [Start Over]

▾ FIXED ASSET TRANSFER   ➕ Insert   ➖ Delete   📋 Copy   ▼ Filter

Sequence Num	2

Asset Transfer From

COA From	B	University of Alaska		Multiple Phone	
Orgn From	60234	FC CNSM BLaST Inst Dev Core		Telephone Type	HA
Locn From	FS900	Reichardt Bldg-Natural Sci			
Room From	OFFICE			Area Code	907
Grant From	G00009790	BLaST Program		Phone Number	4562790
Custodian From	30012980	Seymour, Matthew J.		Extension	

Asset Transfer To

COA To	B	...	University of Alaska	Multiple Phone	
Orgn To	60234	...	FC CNSM BLaST Inst Dev Core	Telephone Type	HA
Locn To	FS900	...	Reichardt Bldg-Natural Sci		
Room To	OFFICE			Area Code	907
Grant To	G00009790	...	BLaST Program	Phone Number	4562790
Custodian To	30012980	...	Seymour, Matthew J.	Extension	

Transfer Details

Transfer Document		Subordinate Type	None		
Transfer Date	05/24/2018	User Status	X	...	Disposed
Text Exists	N	System Status	D		
Transfer Reason	AGENCY TRANSFER ILISAGVIK COLLEGE	Condition Code	GC	...	Good Condition
Equipment Manager	...	Disposal Code	SC		
Permanent Tag	215714 ...	Title-to	FU	...	Fed Funded/Univer Owned
Primary Tag	...	Disposal Date	05/24/2018		

Permanent Tag: 215714   Origination Tag: T00100107   Asset Description: BIOLOGICAL SAFETY CABINET

▼ FIXED ASSET TRANSFER

		Q Search
Sequence Num	2	**ACTIONS**

Asset Transfer From

COA From	B	University of Alaska	Multiple Phone		Refresh	F5
Orgn From	60234	FC CNSM BLaST Inst Dev Core	Telephone Type	HA	Export	Shift+F1
Locn From	FS900	Reichardt Bldg-Natural Sci			Print Screenshot	Ctrl+Alt+P
Room From	OFFICE		Area Code	907		
Grant From	G00009790	BLaST Program	Phone Number	4562790	Clear Record	Shift+F4
Custodian From	30012980	Seymour, Matthew J.	Extension		Clear Data	Shift+F5

Asset Transfer To

COA To	B	... University of Alaska	Multiple Phone		Item Properties
Orgn To	60234	... FC CNSM BLaST Inst Dev Core	Telephone Type	HA	Display ID Image
Locn To	FS900	... Reichardt Bldg-Natural Sci			
Room To	OFFICE		Area Code	907	Exit Quickflow
Grant To	G00009790 ...	BLaST Program	Phone Number	4562790	About Banner
Custodian To	30012980	... Seymour, Matthew J.	Extension		**OPTIONS**

Transfer Details

Transfer Document		Subordinate Type	None	**Transfer Information**	F3
Transfer Date	05/24/2018	User Status	X ...	**BANNER DOCUMENT MANAGEMENT**	
Text Exists	N	System Status	D	Retrieve Documents	Alt+R
Transfer Reason	AGENCY TRANSFER ILISAGVIK COLLEGE	Condition Code	GC ...		
Equipment Manager	...	Disposal Code	SC	Count Matched Documents	
Permanent Tag	215714 ...	Title-to	FU ...	Add Documents	>
Primary Tag	...	Disposal Date	05/24/2018	**PAGE LAYOUT**	

◄◄ ◄ ③ of 3 ► ►◄   1 ▼ Per Page

Expanded

BATCH SHEETS – FROM BOTH CAMPUSES

Left form

UNIVERSITY OF ALASKA			RESET	
FIXED ASSET ENTRY INFORMATION				

Date records entered to Fixed Asset Module: date of transfer By Userid: USERID Campus: UAF

Additions (including creates and write-ups): 0.00

Deletions (including disposals and write-downs): 25,834.40

Transfers: Transfer UAF to UAA New Campus if transferring to another campus: UAA

Tag Number	Reference Code	Addition Amount	Deletion Amount	Comments (if necessary)
211057			25834.40	Transfer
Total:		0.00	25,834.40	

Fixed Asset Form #9   July 27, 2005

Right form

UNIVERSITY OF ALASKA			RESET	
FIXED ASSET ENTRY INFORMATION				

Date records entered to Fixed Asset Module: date of transfer By Userid: USERID Campus: UAA

Additions (including creates and write-ups): 25,834.40

Deletions (including disposals and write-downs): 0.00

Transfers: Transfer UAF to UAA New Campus if transferring to another campus: UAA

Tag Number	Reference Code	Addition Amount	Deletion Amount	Comments (if necessary)
211057		25834.40		Transfer
Total:		25,834.40	0.00	

Fixed Asset Form #9   July 27, 2005

DISPOSALS

- "University Departments may not sell or otherwise dispose of property or supplies owned by the university without prior written authorization."

- "Consumable supplies, which have been consumed during the normal course of business are exempt."

- See property Manual (pg 22-24) for more detail

- Property Disposal Instructions are also available on the Financial Systems website.
  - http://www.alaska.edu/files/financial-systems/Disposal-instructions.pdf

- Sensitive item (vehicles and firearms) disposals need to be processed through Statewide Financial Systems.

DISPOSAL TYPES

- Redistribution
  - Surplus property or supplies may be transferred to another governmental agency, department, or unit without prior advertising for intra-university transfer or external sale.
  - CFO or authorized designee determines in writing that such a transfer is in the best interest of the University.

- Trade-in
  - Equipment items may be offered for trade-in on the purchase of like property without prior advertising for intra-university transfer or external sale.
  - The CFO or authorized designee determines in writing that such a trade-in is in the best interest of the University.
  - The acquisition cost of the new property should be increased by the amount received for the property traded in.

- Destruction
  - Non operational items having an estimated value for either parts or materials that is less than the estimated cost of disposal may be scrapped upon approval.
  - Property Destruction Authorization & Certification form on website.
  - The form is reviewed and forwarded to Statewide for approval.
  - All scrapped items must be destroyed or defaced before being placed in a trash bin or hauled to a land fill.
  - Witnessed by at least one other university employee.

DISPOSAL TYPES (CONTINUED)

- Donation
  - Surplus property or supplies may be donated to a non-profit organization, subject to the approval of the CFO.
  - Campus property officer must document in writing that all routine procedures for sale of the subject items have been exhausted or application of the routine procedures will not be cost effective.
  - Explain in writing how receiving organization was chosen.

- Sale
  - Surplus property should be offered through competitive sealed bids, public auction, established markets or posted prices.
  - Some types or classes of items can be sold or disposed of more readily and advantageously by other means, including barter.
  - The property officer needs justify other means in writing and get approval from CFO

DISPOSAL PROCESS SUMMARY

1. Complete the Property Disposal Authorization Form (or Destruction Authorization Form)

2. Dispose of the property, following the rules outlined in the property manual, and collect supporting documentation.

3. Disposal of the asset in Banner through the Fixed Asset Adjustment form. [FFAADJF]

4. Record the asset as disposed in FFATRAN

5. Submit a batch sheet to Statewide Financial Systems

6. Submit a Property Destruction Authorization & Certificate form

PROPERTY DISPOSAL AUTHORIZATION FORM

- **Form on Financial Systems website:**
  - http://www.alaska.edu/financial-systems/property/forms/FixedAssetForm2.pdf

- **Should be filled out by Department**

- **Campus property coordinator review and approve**

- **Send to Statewide for Authorization**

- **Once approved, the disposal can take place**

DESTRUCTION AUTHORIZATION AND CERITIFICATION

- **Form on Financial Systems website:**
  - http://www.alaska.edu/financial-systems/property/forms/FixedAssetForm3.pdf

- **Should be filled out by Department**

- **Campus property coordinator review and approve**

- **Send to Statewide for Authorization**

- **Once approved, property can be destroyed.**
  - Witness should be university employee
  - Their signature is required

DISPOSAL IN FFAADJF

DISPOSE IN FFATRAN

BATCH SHEET

UNIVERSITY OF ALASKA	RESET
FIXED ASSET ENTRY INFORMATION	

Date records entered to Fixed Asset Module: date of disposal By Userid: USERID Campus: UAA

Additions (including creates and write-ups): Deletions (including disposals and write-downs)

0.00   25,834.40

Transfers: New Campus if transferring to another campus:

Tag Number	Reference Code	Addition Amount	Deletion Amount	Comments (if necessary)
211057	MXXXXXXX		25834.40	Disposal
Total:		0.00	25,834.40	

Fixed Asset Form #9   July 27, 2005

Vehicle Processing

Note: All Banner entry for University vehicles is handled by the Statewide Financial Systems Office.

```
Purchase of          Campus
new or used    →     submits
Vehicle at           documents to
Campus               Statewide
                         ↓
                     Vehicle is
                     assigned an
                     E# by SW
                     and entered
                     into Banner
```
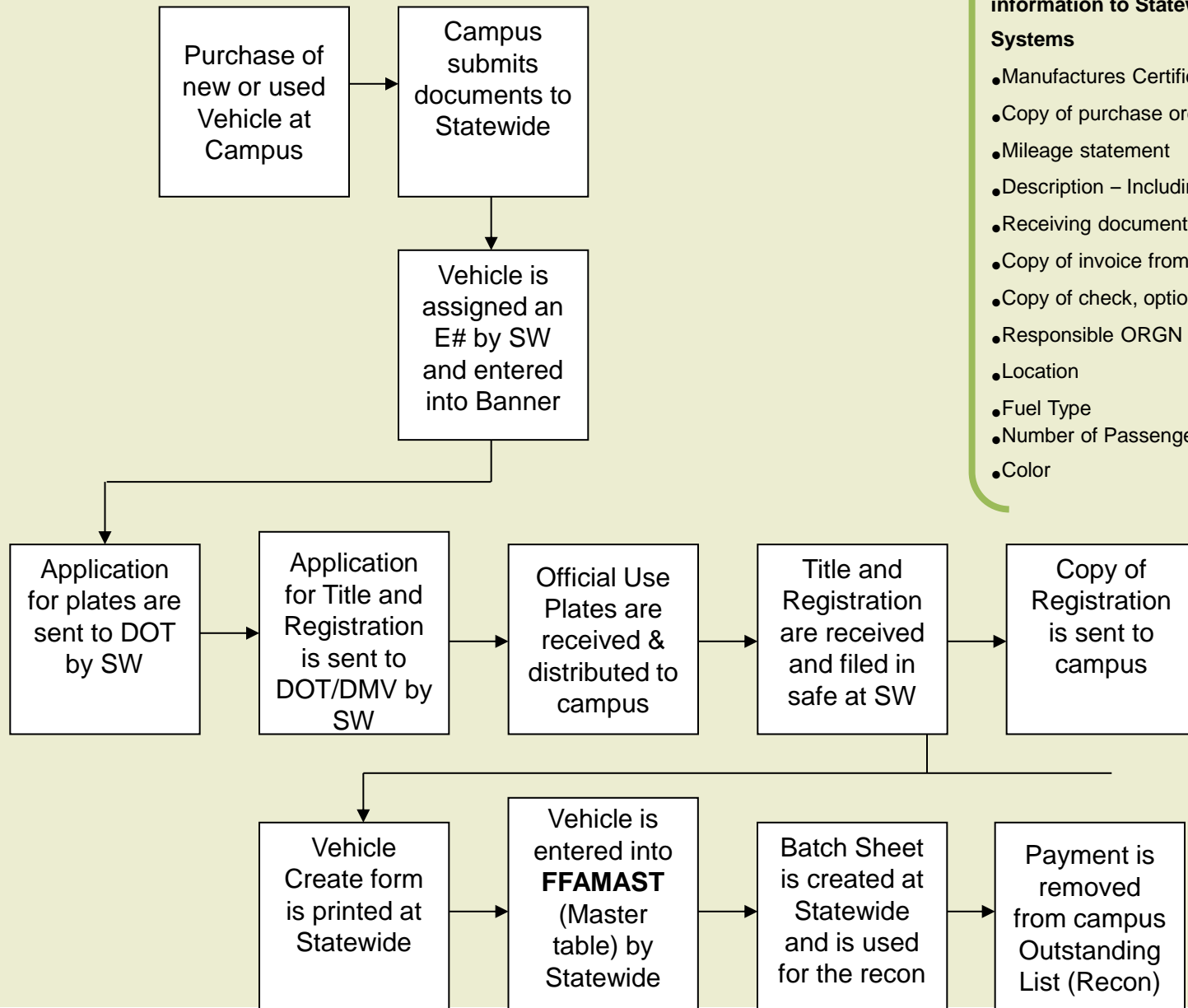
Provide the following documents and information to Statewide Financial Systems
- Manufactures Certificate of Origin
- Copy of purchase order
- Mileage statement
- Description – Including Color
- Receiving documents
- Copy of invoice from vendor
- Copy of check, optional
- Responsible ORGN code
- Location
- Fuel Type
- Number of Passengers
- Color

```
Application        Application       Official Use      Title and         Copy of
for plates are  →  for Title and  →  Plates are     →  Registration   →  Registration
sent to DOT        Registration      received &        are received      is sent to
by SW              is sent to        distributed to    and filed in      campus
                   DOT/DMV by        campus            safe at SW
                   SW

Vehicle            Vehicle is        Batch Sheet       Payment is
Create form     →  entered into   →  is created at  →  removed
is printed at      **FFAMAST**       Statewide         from campus
Statewide          (Master           and is used       Outstanding
                   table) by         for the recon     List (Recon)
                   Statewide
```

Vehicle Disposals

Note: All Banner entry for Vehicle Disposals is handled by the Statewide Financial Systems Office.

```
┌──────────────┐      ┌──────────────┐
│   Vehicle    │      │     MAU      │
│  Disposals   │ ───▶ │   contacts   │
│              │      │  Statewide to│
│  (Sale of a  │      │  ensure we   │
│   Vehicle)   │      │  hold title  │
└──────────────┘      └──────────────┘
```

The Disposing MAU must submit a copy of the sale advertisement to Statewide. Refer to the Statewide Property Manual to ensure proper procedures are followed.

```
┌──────────────┐   ┌──────────────┐   ┌──────────────┐   ┌──────────────┐
│   Property   │   │  Statewide   │   │    Signed    │   │   The MAU    │
│   Disposal   │   │   approves   │   │   Disposal   │   │  sells the   │
│Authorization │──▶│ disposal by  │──▶│Authorization │──▶│vehicle using │
│ is submitted │   │   signing    │   │Form is sent  │   │   approved   │
│ to Statewide │   │authorization │   │   to MAU     │   │   method     │
└──────────────┘   └──────────────┘   └──────────────┘   └──────────────┘

┌──────────────┐   ┌──────────────┐   ┌──────────────┐   ┌──────────────┐
│ Official Use │   │ Vehicle/Sale │   │  Statewide   │   │ Title is sent│
│ Only Plates  │   │   Disposal   │   │   prepares   │   │  to new      │
│ are removed  │──▶│ Report is    │──▶│  Title to    │──▶│  owner by    │
│ from vehicle │   │ submitted to │   │  release to  │   │  Statewide   │
│ & sent to SW │   │  Statewide   │   │  new owner   │   │ within 5 days│
└──────────────┘   └──────────────┘   └──────────────┘   └──────────────┘

┌──────────────┐   ┌──────────────┐   ┌──────────────┐   ┌──────────────┐   ┌──────────────┐
│ Notification │   │ Notification │   │  Vehicle is  │   │   Disposal   │   │ Batch Sheet  │
│ sent to DOT  │   │ sent to DMV  │   │  disposed in │   │ Information  │   │ created to   │
│ to remove    │──▶│  advising    │──▶│  Banner via  │──▶│ is updated in│──▶│   record     │
│ vehicle from │   │ vehicle sale │   │   FFAADJF    │   │   FFATRAN    │   │ disposal on  │
│   UA Fleet   │   │              │   │              │   │              │   │    Recon     │
└──────────────┘   └──────────────┘   └──────────────┘   └──────────────┘   └──────────────┘
```

UNIVERSITY OF ALASKA
PROPERTY DISPOSAL AUTHORIZATION

RESET

*Please read the "Property Disposals" section of the Statewide Property Manual
BEFORE completing this form.*

Property Tag # E00494   Serial# Y902VW33847

Description Ford Dumptruck   Org/Fund/Acct/Obj 48016/103010/5331

Capitalized Value $ 8000.00

Acquired by donation less than 2 years ago? ___ Y ✓ N (If Yes, IRS Form # 8282 must be completed and attached to this disposal authorization request)

Does the title vest with the university? ✓ Y ___ N - If not, with whom: _____

Non-University owned equipment: A copy of the authorization from the sponsoring agency must be attached.

Federally Funded: ___ Y ✓ N

Condition of the property: Fair Condition
List method used to offer property to other departments with the University.
A copy of the advertisement must be attached.

Auction

Date of proposed sale   List method of sale (Auction, Sealed Bid, Trade-In, ETC)

_____   Title _____   Date _____
Signature of Director/Department Head

Authorization by Chief Procurement Officer
✓ Authorized   ___ Denied- Reason _____

Signature of Chief Procurement Officer or Designee   Date

Report to Campus Property Coordinator- Final Disposition

Sold   Date _____   Method _____

For Property Use Only- Action Taken

Deleted: _____   Amount $ _____

Fixed Asset Form #2   July 27, 2005

UNIVERSITY OF ALASKA
VEHICLE SALE/DISPOSAL REPORT

RESET

**INFORMATION MUST BE PROVIDED FOR EACH FIELD OR THIS FORM WILL BE
RETURNED TO DEPARTMENT FOR COMPLETION.**

E#: E00494	YEAR: 1975	MAKE: Ford	MODEL: Yellow Dumptruck
SERIAL#: Y902VW33847		ODOMETER READING: 137214	LICENSE PLATE: 21947
DATE OF SALE		METHOD OF SALE: Auction	
REVENUE GENERATED: 3200.00		REVENUE ACCOUNT #: 50098-103010-9805	
COMMENTS: Sold through Auction			

SOLD TO: Buyer Name

ADDRESS: Buyer Address

SEND TITLE TO: Same/Different Address

ADDRESS:

State of Alaska official use license plates are NOT transferable & must be removed from the vehicle
BEFORE it is sold. The plates MUST be returned with this form to the Statewide Property Office.

Attach a copy of the check or other proof of sale or disposal & send this form with the license plates to:

University of Alaska
Statewide Property
PO Box 756580
910 Yukon Drive, Suite 209
Fairbanks, AK 99775-6580

_____   _____   _____
SIGNATURE OF DIRECTOR/DEAN/DEPT. HEAD   TITLE   DATE
OR PROPERTY COORDINATOR

SW Property Office Use Only

Plates Returned: ___ Y ___ N   DOT Notified: ___ Y ___ N

Title Processed: ___ Y ___ N   Banner Deleted: ___ Y ___ N

          DMV Notified: ___ Y ___ N

Fixed Asset form #5   July 27, 2005

INVENTORY

- Must be completed on an annually before the fiscal year end.

- Deadlines are set during annual property meeting, which is held around January

- It is the campus property coordinators responsibility to determine how to complete the inventory for their campus by the fiscal year end.

- Statewide Financial Systems will provide weekly reports and other assistance.

- Most equipment is tagged with a bar code so scanners can be used to complete the inventory.
  - Replacing current scanner system soon.

- Internal and external auditors will periodically review property inventory details.

- Inventory compliance important for annual reporting obligations.

- Loss of funding could occur if major issues are found.

VEHICLE MILEAGE ENTRY IN FFM2VOT

- **Remember to get a mileage update when inventorying vehicles**
- **DOT requirement – due mid May annually**
- **Used to generate annual invoice for admin payment to DOT**

INVENTORY CERTIFICATION

- **Located on SW Financial Systems website:**
  - **http://www.alaska.edu/financial-systems/property/forms/FixedAssetForm8.pdf**

- **Each campus property coordinator must complete**

- **To certify inventory**

- **Send completed form to SW Financial Systems**

WRITE OFFS

- Occur after two years of being unlocated

- Campus property coordinator must submit unlocated report first

- Write off must be justifiable

- Write off process marks the asset as disposed in the system

UNIVERSITY OF ALASKA   RESET
REPORT OF STOLEN OR UNLOCATED PROPERTY

PROPERTY TAG # _____   SERIAL # _____

DESCRIPTION: _____   ORG/FUND/ACCT/OBJ: _____

CAPITALIZED VALUE $ _____

ACQUIRED BY DONATION LESS THAN 2 YEARS AGO? ____ Y ____ N

FEDERALLY FUNDED? ____ Y ____ N

DOES THE TITLE VEST WITH THE UNIVERISTY? ____ Y ____ N

IF FEDERALLY OWNED, DATE LOSS WAS REPORTED TO SPONSORING AGENCY:

____ STOLEN

DATE OF INCIDENT: _____

ATTACH A COPY OF POLICE REPORT/FACE SHEET.

____ UNLOCATED

DATE LOSS WAS DISCOVERED: _____

UNIVERSITY EMPLOYEE REPORTING UNLOCATED EQUIPMENT: _____

SPECIFIC ACTION TAKEN TO LOCATE THE EQUIPMENT: _____

Signature of Responsible Director/Dept. Head   Title   Date

For Property Use Only – Action Taken

Updated Record on Banner: _____   Date: _____

Fixed Asset Form #4   July 27, 2005

The Established Fixed Asset

ADJUSTMENTS

To Established Fixed Assets

FFATRAN
Update Location and Custodian information

Transfer to another **MAU or Department**

Report Fixed Asset un-located in Banner

UA Property Transfer Report sent to Statewide

Transfer Entered in Banner via (FFATRAN)

FFAADJF
Additional Cost or Reduction

Write Up to increase total cost of fixed asset

Freight Installation & Setup or to add components

Write Down to decrease total cost of fixed asset

Trade in Return or remove components

Batch Sheet is submitted to Statewide Financial Systems

INVENTORY
Annual Inventory

Scan Barcodes (P-Tags) using hand held Dolphin

REPORT Un-located Items to Statewide

Certification of Inventory Completion Form to Statewide

DISPOSALS
Surplus for redistribution Sale or Destruction

Send **Disposal Authorization** form to Statewide

Disposal Approved and signed authorization sent to MAU

Physical Disposal and Banner Disposal (FFATRAN & FFAADJF

BANNER QUERY FORMS

- **FFIMAST – Fixed Asset Master Query Form**
  - **Query fixed asset records**

- **FFIFALV – Fixed Asset List Form**
  - **Lists fixed assets by ptag, otag, and description**

- **FFIPROC – Fixed Asset Procurement Query Form**
  - **Provides Purchase order, invoice, and receiving data for fixed assets**

- **FFIADJF – Fixed Asset Adjustment Query Form**
  - **Query fixed asset adjustments**

- **FFIADJH – Fixed Asset Adjustment History**
  - **Lists adjustments that are related to one asset**

- **FFIADJL – Fixed Asset Adjustment List Form**
  - **Lists adjustment by doc #, description, date and completed status**

- **FFI2VTD – Vehicle Tracking Query Form**
  - **Query information about a vehicle from ETAG, VIN# or Plate#**